

Amendments to Schedules

Every amendment to the petition, schedules or statements shall be filed with the Clerk. Non-electronic filers (i.e. pro se debtors) must file a completed amendment cover sheet with the amendment. Electronic filers must retain a completed amendment cover sheet in their file, but are not required to file it.

When filed electronically, the U.S. Trustee and Trustee will receive notice of the amendment. Non-electronic filers must include proof of service indicating the appropriate parties have been served with the amendment. In addition, the following requirements must be met:

A filing fee of \$26.00 is required for any amendments adding and/or omitting creditors to the debtor's schedules of creditors, list of creditors, matrix or mailing list. (Schedules D, E, and F).

An amended Summary of Schedules including Statistical Summary is required with every amendment filed reflecting the **cumulative** total for each schedule being amended.

Every amendment to Schedule C shall be accompanied by proof of service indicating service of the amendment on any party who has objected to the claim of exemptions. If the amendment is filed electronically and the objecting party will receive an NEF, no further service is required.

Every amendment to Schedule D, E or F shall be accompanied by proof of service indicating the additional creditors have been served with the following documents:

- a. Section 341 Meeting Notice;
- b. Proof of Claim form (if applicable)
- c. Discharge (if issued)
- d. Disclosure Statement (if previously filed and served)
- e. Plan (if previously filed and served)
- f. Notices of Hearing on Disclosure Statement and/or Confirmation of Plan (if issued and pending)
- g. Orders approving Disclosure Statement and/or confirming plan (if filed).

It is not necessary to file an additional mailing matrix if you submit proof of service listing additional creditors.

In a Chapter 11 case, the following parties shall also be served with any amendment:

Examiner (if any)

Attorney for the Creditors Committee (if any)

Internal Revenue Service
P.O. Box 21126
Philadelphia, PA 19114

Securities and Exchange Commission
175 W. Jackson Blvd. Suite 900
Chicago, IL 60604

Note: A closed case must be reopened before an amendment is filed.